

CITY OF EAGLEVILLE
JOB DESCRIPTION

Title: Municipal Court Clerk/Executive Asst	Grade: 11
Reports To: City Manager	FLSA: Non-Exempt
Department: Administration	Created Date: June 1, 2021

JOB SUMMARY: Provides frontline customer service greeting City Hall visitors and answering the phone. Works under the direction of the City Manager: collects fines, fees and taxes; handles citations, processes payments and prepares the City Court docket; assists customers applying for business licenses, beer licenses and building permits; coordinates special events under the guidance of the City Manager. Also performs duties of a Clerk of the Municipal Court.

ESSENTIAL FUNCTIONS:

- Collects, receives, records and receipts taxes, fines and court costs and application fees
- Prepares City Court docket
- Maintains minute, ordinance and resolution books in support of the City Recorder
- Processes mail and logs payments received
- Prepares Municipal Court Documents and processes payments
- Prepares bank deposits and takes meeting minutes in the absence of the City Recorder
- Provides administrative support to the City Manager, and to the City Recorder, the Police Chief, the Fire Chief, and the Parks Superintendent as directed by the City Manager when needed
- Reconciles receipts from and drafts pay authorizations for approvals
- Balances cash drawer
- Attends various Land Use Commission/Board Meetings for Minute Taking Duties and assists with preparation of Meeting Packets

SECONDARY FUNCTIONS: Performs other related duties as required

SUPERVISORY FUNCTIONS: None

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KNOWLEDGE, SKILLS:

- Knowledge of and ability to use the City's accounting and court software
- Knowledge of and ability to use Microsoft Office (Word, Excel, etc)
- Knowledge of and ability to use modern customer service principles
- Knowledge of basic land use laws and building permit process

ABILITY:

- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to speak clearly in all situations; listen and get clarification; respond well to questions; participate in meetings
- Ability to read and interpret written information
- Ability to follow instructions, respond to management directives; complete tasks on time or notify appropriate person with an alternate plan
- Ability to perform and meet scheduling and attendance requirements
- Ability to operate common office equipment and PC based computer equipment
- Ability to prepare correspondence using proper grammar

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Valid Tennessee Class D Driver's License or equivalent

REQUIRED EDUCATION/OR EXPERIENCE:

High School Diploma or GED, and two years experience in a professional office environment, particularly in a customer service role and/or with records maintenance responsibility.

PREFERRED EDUCATION/OR EXPERIENCE:

- Municipal Clerk and Recorder's License
- Associate's degree (A.A.) in a related field
- Five or more years' experience in a role with similar responsibilities in a local government office environment
- Experience with working in a Land Use Office

PHYSICAL CONDITIONS:

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk and sits regularly. The employee may be required to stoop, kneel or crouch. This is sedentary work in which the employee is occasionally required to lift and/or move, push or pull up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

At City Hall, the work is generally performed in a climate controlled office environment with occasional outside work for special events or other functions.

SIGNATURE/APPROVAL

City Manager

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.